



Case Management

CM / ECF

Electronic Case Files

Winter 2004

CM/ECF Maintenance

CM/ECF Will Be Unavailable

Friday, December 31, 2004

We apologize for this inconvenience!

CJA Changes

****Effective 12/08/2004****

Increase in case compensation maximums:

- ! From \$5200 to \$7000 for each attorney in a case in which one or more felonies are charged.
- ! From \$1200 to \$1500 for each attorney in probation revocations, supervised release revocations or any other representation authorized by 3006A.

Services other than counsel(CJA 21 or 31) -

- ! Increase in compensation maximum from \$1000 to \$1600, exclusive of reimbursement for expenses incurred.

For death penalty cases ONLY

The amount of services that may be obtained without prior authorization of the court increases from \$300 to \$500.

****Effective 4/1/2005****

The maximum panel attorney hourly rate in death penalty cases increases from \$125 to \$160 per hour

FEE SCHEDULE CHANGES

January 1, 2005



PACER fees will increase from \$.07 per page to \$.08 per page. Although the maximum number of pages charged will remain the same (30 pages) per document, the amount will now be \$2.40 (30 pages x \$.08).

Please review the
WDMO Privacy Policy
to ensure compliance
with the new requirements

<https://ecf.mowd.uscourts.gov>

Sealed Cases and Documents Maintained Electronically

The court maintains sealed cases and documents electronically. Access to these cases and documents is restricted and will only be available to persons designated by the judge assigned to the case.

An attorney wishing to file a sealed document must electronically file a motion seeking leave to file a sealed document.

The document for which leave is being sought must not be attached to the motion seeking leave as the motion will be a non sealed document. The judge may want to view the document for which leave is being sought. If so, the attorney seeking to file the document will receive further instructions from the court. If leave is granted to file the document under seal an employee of the Clerk's Office will contact the attorney with instructions on how to appropriately file the sealed document.

SEALED VS. EX PARTE EVENTS

In CM/ECF, sealed events and ex parte events both serve to limit someone's ability to view the document filed. However, Sealed and Ex Parte events have different functions and limit the accessibility of a document to different groups of users.

Here is a quick chart to help you know the difference.

Functions	SEALED EVENTS	EX PARTE EVENTS
Do I need permission to file from the Court?	Yes	No
Can I view the document once its filed?	Only if the Judge has granted you permission to VIEW sealed documents in the case.	No
Will an electronic "Notice of Filing (NEF)" go out to participants in the case?	Yes	No
Will other parties/attorneys in the case be able to view the document?	Only if the Court has granted them permission to VIEW sealed documents in the case.	No
Will Court personnel (deputy clerks, CRDs, law clerks, Judges) be able to view the document?	Only if the Court has granted them permission to VIEW sealed documents in the case.	Yes
Will a docket entry appear on the docket sheet?	Yes	No
Do I have to enter an appearance into the CM/ECF case in order to file?	Yes ¹	No
¹ You must have associated your login with your party, either through an event or by filing an entry of appearance, and your name must appear on the CM/ECF docket sheet as an attorney of record or the "sealed" events will not seal your documents		

CM/ECF Reminders



- **Disclosure of Corporate Interests**
is to be filed with the first pleading or entry of appearance. The Disclosure should also include corporate parents - see Local Rule 3.1
- **Exhibits** which are larger than 10-15 pages or those which can't be scanned due to size must be submitted in paper format with the Notice of Exhibit Attachment electronically filed in place of the exhibit. See User Manual for more information.
- **Attorney Information Updates.** Attorneys must notify the Court in the event of the following:
 - S firm change
 - S address change
 - S phone/fax number change
 - S **email address change**
- **CM/ECF Hands-on Training Sessions.** Training sessions are offered on Tuesdays from 10:00 am - 11:30 am for all attorneys and their staff. This can be taken as a "refresher" course also. The session is free, but pre-registration is required. Please contact the court.